

# Leicester Forest East

Parish Council

The Parish Hall, Kings Drive, Leicester  
Forest East, Leicester LE3 3JE  
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## GRANTS POLICY

### 1. GENERAL NOTES

The Parish Council's aim is to ensure that all our award-making activities are:

- Open.
- Transparent.
- Fair.
- Competitive.
- Supports local organisations.

Our awards are open to established voluntary or community groups, as well as new or informal groups of parishioners who are, or intend by the date of application, to become formally constituted.

### 2. WHO CAN APPLY?

To be eligible for the award of a grant, an organisation must:

- be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes,

#### Capital Grants

- have a constitution, or set of rules, which define its aims, objectives and operational procedures,
- be able to provide a copy of its latest annual accounts and/or most recent bank statement. Accounts are to be checked and signed by a person independent of the group,

- have a bank account operated by a minimum of at least two joint signatories.

### **3. WHAT CAN BE FUNDED?**

There are 2 types of grants to be applied for, capital grants for projects up to £5,000 and grants towards general running costs (e.g. insurance etc.) which are up to £200.

#### **Capital Grants – will be awarded in March of each year**

- The funding must be for a specific project.
- The purpose of the grant should clearly be of benefit to people who live in the parish.
- Applications do not have to be from groups that already exist.
- Each group may only make one application per financial year.

#### **'Other' Grants - towards general running costs – will be reviewed at the Council meeting after receipt of application**

- Only £1,000, in total, will be available per year (maximum of £200 per applicant).
- The grant does not have to be used for a specific project and can be used towards general expenditure, e.g. paying a licence fee or insurance costs.
- The purpose of the grant should clearly be of benefit to people who live in the parish.
- Applications do not have to be from groups that already exist.
- Applicants are not permitted to apply for this type of grant in two consecutive years, unless the organisation is suffering great hardship.

### **4. THE FOLLOWING ARE NOT ELIGIBLE FOR EITHER GRANT**

- Support for individuals or private business projects.
- Projects that are the prime responsibility of other statutory authorities.
- Projects that improve or benefit privately owned land or property.
- The activities of political organisations.
- The activities of religious organisations, unless they can show they operate clear and open community activities which do not require

membership or connection to the organisation and that the application will be of benefit to the community.

The following are not eligible for a capital grant

- Events that have already occurred, equipment already purchased, works already started or completed.
- Repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
- Organisations that have a closed or restricted membership.

## **5. CONDITIONS OF SUPPORT**

The council may make the award of any grant subject to all or some of the following conditions. Required conditions will be at the discretion of the council and take into account your organisation's individual circumstances.

### All Grants

- The application must be made using the official Leicester Forest East Parish Council application form which is available from the Clerk or can be downloaded from the Council's website.
- Where expenditure on a specific project exceeds £2,000 quotes from at least three providers must have been received.
- Grants up to £200 may be awarded for general running costs etc, not just for specific projects.
- As a minimum, you will write to confirm receipt of the bank transfer for audit purposes.
- Organisations are responsible for ensuring that they are in compliance with all legal and statutory requirements.
- Should for any reason the organisation disband during the period of the grant the Council may ask for all or part of the monies to be paid back.

### Capital Grants

- Details must be provided of the extent to which funding has been sought or secured from other sources or own fund-raising activities.
- Funding must only be used for the purpose agreed with the Parish Council and, if the monies are not spent, they must be returned.

- Funding must be spent within 12 months of the grant being received.
- If your costs are more than you anticipated on your application, any shortfall must be met by you – Leicester Forest East Parish Council will not be able to make up any shortfall.
- To fully understand your project or activity the Parish Councillors may wish to visit your project or activity, prior to the project or activity commencing. They may also wish to conduct a site visit once your funded project is underway.
- You should show the funding awarded separately in your published financial accounts and Leicester Forest East Parish Council should have access to your financial records, on request, where appropriate.
- The need to provide evidence of expenditure (receipted invoices) to the Clerk to the Council on completion of your project will be discretionary – based on the amount given and the purposes given. (If required, this evidence of expenditure should be equal to, or more than, the total of the amount of the grant detailed on your application.)
- Any unused funds at the end of the twelve month period after the grant is awarded must be returned to Leicester Forest East Parish Council.
- Prior approval of the Council is required if any change of purpose of the grant is required.
- Organisations must contact the Council before disposing of any equipment or resources purchased or part purchased with a grant from the Council.
- You must acknowledge Leicester Forest East Parish Council's support in all publications, publicity and annual reports.

**Should any of these conditions not be met it could result in the award being withdrawn, the grant having to be repaid and future grant applications being refused**

## **6. WHEN TO APPLY**

### Capital Grants

- Applications can be made between 1<sup>st</sup> April and the 31<sup>st</sup> December of each year.

- This is a competitive process against other bids and the quality of each bid is important.
- All groups will be treated equally. If an organisation has had a grant previously, they are not guaranteed to receive financial support again but are not excluded from applying again in the following financial year. A fresh application will be required each time.

### 'Other' Grants

- Applications are welcomed throughout the year. However, there is a limited amount of money to cover grants through this scheme of £1,000.
- All groups are treated equally. If a group received a grant in a particular financial year, then it will be precluded from applying the following financial year.

## **7. WHAT IS REQUIRED WITH THE APPLICATION?**

The application form to be typed or completed in black ink.

Please remember to retain a copy of your application for future reference.

A copy of your organisations Constitution, Terms of Reference or Rules where applicable.

### Capital

- Full and complete copies of your signed, certified and audited accounts for the last two years, only if your organisation has been in existence for that period, plus recent bank statements for the last 6 months. These should also be signed by a member of your organisation, indicating their position held.
- A detailed budget plan and supporting evidence.
- A copy of your organisations Constitution, Terms of Reference or Rules.
- Should you have had a previous grant from the Council, it is wise to check that you have included a full report of your previous award. Your current grant application might be affected if you fail to do so.
- Evidence of other awards towards the project, e.g. lottery funding, other bodies.

**Remember the grant application could fail should these conditions not be met.**

## **8. HOW WILL DECISIONS BE MADE?**

### 'Other' Grants

- These will be considered throughout the year.

### Capital Grants

- All bids will be judged after the closing date. The Council will review any bids and a decision will be made; it's decision is final. Unfortunately, we may not be able to fund all projects as there may be more applications than there is money available, however all applications will be considered carefully. Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities.

## **9. HOW TO APPLY**

Applications can be emailed to the Clerk or hand written in black ink. Please see below for application form:



# Leicester Forest East

Parish Council

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Tel: 0116 239 0039  
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## GRANT APPLICATION FORM

How much are you applying for?

£
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### Contact Details

Organisation's Name	
Address	
Contact's Name	
Position within Organisation	
Email Address	
Phone Number	

### Description

Please give a description of your organisation	
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Please explain what a grant would be used for and how this would benefit the residents of Leicester Forest East

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**When was your organisation set up?**

Date	
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**Is your organisation a registered Charity, if so, please provide the registered Charity Number?**

YES	NO
Charity Number	

**Can anyone join your organisation, if not, why?**

YES	NO

**Capital Grants**

**Is the total cost of the project higher than the grant amount applied for?  
If so, how will the remainder be funded?**

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**Signed.....**

**Date.....**



Reviewed July 2023  
Reviewed July 2024  
Due for review July 2025